



# **SOUTH CAROLINA STATE DOCUMENTS DEPOSITORY SYSTEM**

**SOUTH CAROLINA STATE DOCUMENTS DEPOSITORY LIBRARY MANUAL**

(August 2019)

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South Carolina State Library  
1500 Senate Street  
Columbia, SC 29201



south carolina  
**STATE LIBRARY**

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## **Introduction**

The South Carolina State Documents Depository Library Manual is intended to aid libraries in the depository system in the processing and servicing of South Carolina state documents. The manual may be amended or added to as needed.

Contacts at the South Carolina State Library for answering questions about the South Carolina State Documents Depository are:

### **Organization, servicing, help, use of state documents:**

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(803) 734-7065

### **Cataloging and classification of state documents:**

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### **Mailing address:**

South Carolina State Library

1500 Senate St.

Columbia, SC 29201

## Section A: List and Map of South Carolina State Documents Depository Libraries

### South Carolina State Depository Libraries

#### **South Carolina State Library**

*(Main Documents Collection and  
Distribution Point)*

1500 Senate Street  
Columbia, SC 29201  
(803) 734-8625  
(803) 734-4757 (Fax)

#### **Clemson University**

Robert Muldrow Cooper Library  
Clemson, SC 29634  
(864) 656-3027  
(864) 656-7156 (Fax)

#### **Coastal Carolina University**

Kimbel Library  
376 University Blvd.  
PO Box 261954  
Conway, SC 29528  
(843) 347-3161  
(843) 349-2412 (Fax)

#### **College of Charleston**

Addlestone Library  
205 Calhoun Street  
Charleston, SC 29401  
(843) 953-5530

#### **Francis Marion University**

James A. Rogers Library  
4822 E. Palmetto Street  
Florence, SC 29506  
(843) 661-1300  
(843) 661-1309 (Fax)

#### **Greenville County Library System**

Hughes Main Library  
24 Heritage Green Place  
Greenville, SC 29601  
(864) 242-5000  
(864) 235-8375 (Fax)

#### **Lander University**

Larry A. Jackson Library  
320 Stanley Avenue  
Greenwood, SC 29646  
(864) 388-8365  
(864) 388-8816 (Fax)

#### **South Carolina State University**

Miller F. Whittaker Library  
300 College Street, NE  
P.O. Box 7491  
Orangeburg, SC 29117  
(803) 536-7000  
(803) 536-8902 (Fax)

**Spartanburg County Public Library**

151 South Church Street  
Spartanburg, SC 29306  
(864) 596-3505  
(864) 596-3518 (Fax)

**USC Aiken**

Gregg-Graniteville Library  
171 University Parkway  
Aiken, SC 29801  
(803) 641-3320  
(803) 641-3302 (Fax)

**USC Beaufort**

USC Beaufort Library  
800 Carteret Street  
Beaufort, SC 29902  
(843) 521-4122  
(843) 521-4198 (Fax)

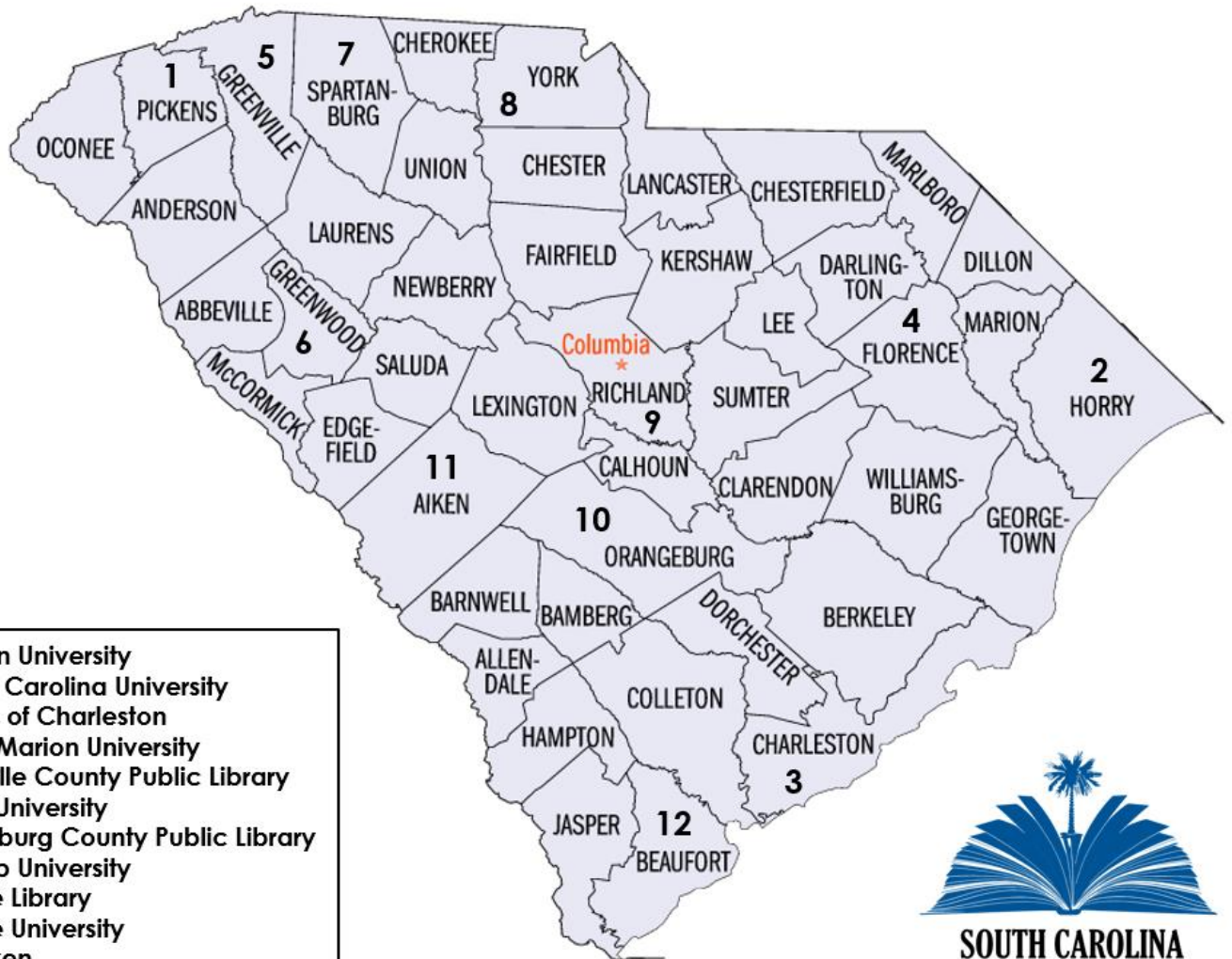
**Winthrop University**

Ida Jane Dacus Library  
824 Oakland Avenue  
Rock Hill, SC 29733  
(803) 323-2211  
(803) 323-3285 (Fax)

**Library of Congress**

Anglo-American Acquisitions Division  
Government Documents Section  
101 Independence Avenue, S.E.  
Washington, D.C. 20540

## MAP OF STATE DOCUMENTS DEPOSITORIES



1. Clemson University
2. Coastal Carolina University
3. College of Charleston
4. Francis Marion University
5. Greenville County Public Library
6. Lander University
7. Spartanburg County Public Library
8. Winthrop University
9. SC State Library
10. SC State University
11. USC-Aiken
12. USC- Beaufort



**SOUTH CAROLINA**  
STATE DOCUMENTS  
DEPOSITORY SYSTEM

## **Section B: South Carolina Code of Laws: State Documents Depository**

### **Title 60 – Libraries, Museums and Arts**

#### **CHAPTER 2 State Documents Depository**

##### **SECTION 60-2-10. Definitions.**

As used in this chapter, unless the context clearly indicates otherwise:

- (1) "Complete depository" means a place, usually a library, that requests and receives at least one copy of all state publications;
- (2) "Depository system" means a system established by the State Library in which copies of all state publications are deposited in one central depository or library for distribution to other designated depositories or libraries;
- (3) "Electronic" means publication only in a computerized format;
- (4) "Print" means publication in a format other than an electronic or computerized format;
- (5) "Selective depository" means a place, usually a library, that requests and receives one copy of selected state publications;
- (6) "State publication" means any document, compilation, register, book, pamphlet, report, map, leaflet, order, regulation, directory, periodical, magazine, or other similar written material excluding interoffice and intraoffice communications issued in any format by the State, any state agency or department, or any state-supported college or university intended for public distribution, or distribution to the General Assembly, agencies, political subdivisions, or nonprofit organizations and to the general public. State publication includes publications that may or may not be financed by state funds and are released by private bodies, such as research and consultant firms under contract with or supervision of a state agency.

HISTORY: 1982 Act No. 348, Section 1; 2005 Act No. 24, Section 1.

##### **SECTION 60-2-20. State library as official state depository of all state publications.**

Notwithstanding any other provision of law, the South Carolina State Library is the official state depository of all state publications, with the responsibility for organizing and providing bibliographic control over state publications and distributing state publications to all libraries participating in a depository system.

HISTORY: 1982 Act No. 348, Section 1; 2005 Act No. 24, Section 1.

##### **SECTION 60-2-30. State agencies, departments and state-supported institutions to provide copies of state publications; exceptions.**

All state agencies, departments, and state-supported colleges and universities must provide at least fifteen copies of every state publication that the agency, department, college, or university prints or causes to be printed to the State Library within fifteen days after the printing. A publication produced only in electronic format must be electronically provided to the State Library within fifteen days of the publication's posting or distribution. The State Library Director may waive the deposition of any agency publication if:

- (1) the publication is of ephemeral value;
- (2) less than ten copies are to be printed and no electronic version is available; or
- (3) the issuing agency requests a waiver.

HISTORY: 1982 Act No. 348, Section 1; 2005 Act No. 24, Section 1.



## Section C: State Documents Depository Application and Agreement

Application for Designation as a  
State Publications Depository Library

Act 348 of 1982 authorizes the South Carolina State Library to establish a system of depository libraries in South Carolina for state publications received in accordance with the Act. The \_\_\_\_\_ Library, located in \_\_\_\_\_ (planning district), hereby makes an application for designation as a depository library for state publications.

### CERTIFICATION INFORMATION:

The \_\_\_\_\_ Library hereby certifies that it can meet the STANDARDS FOR DEPOSITORY LIBRARIES as specified below:

1. The library will be open for use at least 40 hours per week.  
Actual hours of service are \_\_\_\_\_ per week.
2. No restrictions or fees will be placed on the use of depository items in the library.  
Availability of the depository collection may be publicized by the State Library.
3. The library has sufficient existing space to house documents for at least five years, with an estimated growth of 10 linear feet per year. \_\_\_\_\_ Library has \_\_\_\_\_ linear feet available for shelving state publications.
4. The library has adequate study space for in-house use of depository items. The \_\_\_\_\_ Library currently has \_\_\_\_\_ seats available for public use. These seats are located \_\_\_\_\_ (a) throughout the library, \_\_\_\_\_ (b) near the documents area.
5. The library has sufficient clerical staff to process depository items within two weeks after receipt.
6. The library has a full-time professional librarian on the staff who will be responsible for supervising the depository collection and will serve as a liaison with the State Library.

Name of Librarian \_\_\_\_\_

Title \_\_\_\_\_

7. RDA cataloging, which will be supplied with depository shipments for all publications considered to be of permanent value, will be used by the library.
8. All depository items will be marked "STATE DEPOSITORY DOCUMENT" and the date received.
9. The library will maintain an orderly, systematic record of receipt and subsequent arrangement of depository items.

10. Depository items no longer essential to the library after five years will be offered to the State Library before being discarded.
11. Depository items that are clearly superseded by or cumulated in a later edition will be discarded only upon receipt of the later edition.
12. All costs for housing and servicing of depository items will be the responsibility of the depository library with the exception of shipping charges which will be paid by the State Library.
13. If the depository library is publicly funded, all costs incurred in the operation of the depository collection will be absorbed in the existing budget for the immediate future.
14. The library agrees that the State Library may inspect the depository collection at any time to determine the housing, organization, and service meet the standards for depository libraries.
15. The library will supply (through a phone call or email) statistics to the State Library on holdings and use and such other information as may be necessary to evaluate the program. A brief survey will be supplied to each library on an annual basis.
16. The library will make state document records available through the library catalog.

#### SUPPORTING INFORMATION

1. How does the library plan to organize depository documents?  
\_\_\_\_\_ Integrated into the main collection  
\_\_\_\_\_ Separate collection  
\_\_\_\_\_ Other (describe)
2. How does the library plan to classify depository items?  
\_\_\_\_\_ Dewey  
\_\_\_\_\_ LC  
\_\_\_\_\_ South Carolina State Documents classification (to be supplied on the shipping list)  
\_\_\_\_\_ Other (describe)
3. Does the library have access to the OCLC database?  
\_\_\_\_\_ Yes  
\_\_\_\_\_ No
4. How will the availability of state documents be made known to the public?

5. Please describe any additional factors -- location, accessibility, staffing, supporting collections -- which support the library's application.

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## South Carolina State Publications Depository Library Agreement

This agreement, made the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between the SOUTH CAROLINA STATE LIBRARY (hereafter to as the State Library) and the \_\_\_\_\_ Library (hereafter referred to as the Depository Library).

Whereas, the General Assembly of the State of South Carolina enacted Senate Bill 27 as Act 348 of 1982, naming the State Library as the central depository for state publications; and

Whereas, Act 348 authorizes the State Library to establish a system of depository libraries in South Carolina; and

Whereas, \_\_\_\_\_ Library has applied for and has been approved by the State Library for designation as a Depository Library:

NOW THEREFORE, IT IS MUTUALLY AGREED AND UNDERSTOOD that:

The STATE LIBRARY shall:

1. Collect and distribute state publications obtained under Act 348 to the Depository Library in regular shipments;
2. Provide a shipping list with each shipment, giving catalog and state documents classification information;
3. Enter state publications into the OCLC data base;
4. Provide assistance as requested in the organization and use of state publications;
5. Establish policies and procedures for the disposal of state publications;
6. Publicize the depository program statewide;
7. Conduct periodic inspections of each depository library; and
8. Collect and disseminate annually statistics and information pertaining to the depository library system.

The DEPOSITORY LIBRARY shall:

1. Remain open for use 40 hours per week.
2. Provide free, unrestricted access to state publications and reference assistance in their use to any individual requesting service;
3. Assign a full-time professional librarian to supervise the organization and reference use of state publications, although that librarian need not spend full-time on state publications;

4. **Provide space for the housing of state publications, including space for expansion based on the estimate of 10 linear feet per year;**
5. Provide space for in-house reference use of state publications;
6. Maintain an orderly, systematic record of receipt and subsequent arrangement of state publications;
7. Mark state publications received through Act 348 as "STATE DEPOSITORY DOCUMENT" and the date received;
8. Accept and use RDA cataloging as provided by the State Library;
9. Abide by policies established by the State Library for disposal of state publications;
10. Mark and shelve state publications within two weeks of receipt;
11. Abide by all items covered in the approved application for designation as a Depository Library; and
12. Report annually to the State Library as to the organization, use, and condition of the state publications collection;

This agreement shall continue in effect as long as it is mutually satisfactory to both parties. It may be terminated by the State Library, after a formal warning, if the Depository Library fails to maintain standards or by the Depository Library after giving the State Library three (3) months advance written notice.

IN WITNESS WHEREOF, the State Library and the Depository Library have caused this agreement to be executed by their duly authorized officers or representatives.

SOUTH CAROLINA STATE LIBRARY

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Library Director

DEPOSITORY LIBRARY  
(PUBLIC LIBRARY)

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Library Director

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Chairman, Board of Trustees

DEPOSITORY LIBRARY  
(ACADEMIC LIBRARY)

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Library Director

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University or College President

## Section D: Processing of State Documents – Physical Items

### I. General Information

When a physical state document is received by the State Library, a decision is made as to whether the document is to be cataloged. All publications sent to depository libraries have been cataloged. All documents in a depository shipment will be listed on the shipping list which accompanies the shipment.

### II. The Shipping List for Physical Documents

#### A. Organization on the shipping list

1. The Shipping List is arranged by State Documents Classification number. Ephemera are listed by issuing agency, title, and OCLC number. Serials, including annuals, monthly and weekly publications, and periodic publications, are listed separately, as are documents not included in depository shipments.
2. The format of the shipping list is as follows:
  - a) Serials
  - b) Monographs
  - c) Ephemera (cataloging supplied, but libraries are not required to keep these items)

#### B. Sample shipping list

(see Appendix 2)

Shipping lists may also be found online in our Digital Collections:

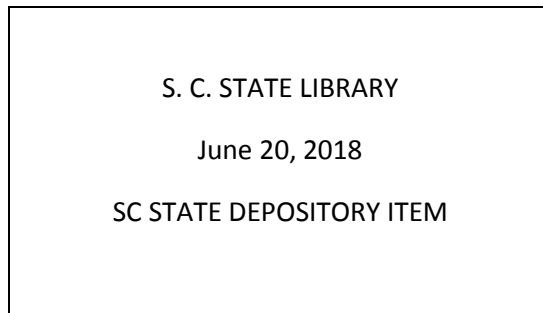
<https://dc.statelibrary.sc.gov/handle/10827/5405>

#### C. Checking in items on the shipping list

1. The shipment should be checked against the shipping list for possible errors or omissions.
2. If a document has been omitted, please notify the State Library giving the specific title of the document and the date of the shipping list.
3. A decision should be made by the individual depository library as to the disposition of documents categorized as “ephemera”. **Any document selected to be cataloged should be routed to the technical services or appropriate department for processing.**
4. Items of limited distribution:

When the State Library determines that an issuing agency cannot supply sufficient copies of a document to meet depository requirements, the State Library will make a decision as to which depository library will receive the publication. Such decisions will be based on local interest in the topic covered by the particular document. The item will be crossed out in red on the shipping list denoting that the library will not receive the document. In all cases, the State Library will acquire copies for interlibrary loan.

5. **Each document should be stamped with the depository library's state documents depository stamp. The stamp should include local ownership and date of receipt.** The following is an example of a depository stamp:



6. Retention of shipping list:  
Libraries may discard shipping lists at their own discretion after cataloged items have been added to the collection.

### III. **Cataloging and classifying state documents**

#### A. General information

Refer to the shipping list for the OCLC number for cataloging and classification. The descriptive cataloging conforms to RDA which all depository libraries should use. The subject cataloging uses Library of Congress subject headings. The State Documents Classification number is given, although depository libraries may determine which classification system to use.

#### B. Cataloged documents

1. Libraries may use the OCLC number to retrieve bibliographical records on the OCLC database.

2. Those libraries using the state documents classification system will need to refer to the shipping list and input the state documents classification number in the 099 field of the OCLC record. If the 099 field is already used for another special classification, the library may have to request a change in the OCLC profile.
3. "Cataloging required" documents
  - a) Monographs should be fully cataloged through OCLC and included in the public catalog.
  - b) Serials, excluding periodicals
    1. Same as 3. a. Monographs
    2. Once the State Library has supplied cataloging data for a serial, no further cataloging will be sent on the shipping list. The shipping list will include the serial title and date of issue being sent which is to be used to update local library holdings records.
    3. When a serial has been cataloged, depository libraries may exercise a local option in selecting a check-in procedure.
    4. For monographic serials, cataloging will be supplied.
  - c) Periodicals – see 4b.
4. Supplementary materials to previously supplied items
  - a) Supplements, revision pages and errata sheets, which are occasionally issued by state agencies, will be listed on the shipping list by state documents classification number and the title of the document which they supplement.
  - b) Supplements should be marked and treated like the parent document.
  - c) Revision pages and errata sheets require no processing and should be inserted in the base volumes promptly.

#### **IV. Ephemera**

1. Publications which the State Library has decided not to catalog will be listed in alphabetical order on the shipping list by agency. The decision to declare an item ephemera may be based on one or more of the following reasons:
  - a) Information is not of lasting value.
  - b) Information is extracted from a more substantial state document.



- c) Information is not unique to South Carolina state government and has been produced as a public information service.
2. Maintenance of ephemera is not required under the depository library agreement. Depository libraries may wish to consider the following options in dealing with ephemera:
- a) file in vertical files
  - b) use as display materials
  - c) place on general distribution table
  - d) catalog
  - e) discard immediately

## Section E: Documents in Electronic Format

When state agencies began posting documents to their websites, the State Library realized that the future of the documents depository system would begin to change. The Library would copy the publications onto archival paper and would provide a link to the document in the public catalog. In a short time, agency websites changed and documents were often taken down. Agency domain names often changed also. The public catalog quickly accumulated broken links and documents were lost.

In 2005 the State Library began harvesting agency publications that had been published in electronic format, including born-digital. Documents are saved as PDFs and made accessible online in the [South Carolina State Documents Depository](#). Documents are archived and backed up in a library server, so that they will be permanently accessible. A monthly list of new born-digital documents are provided by us, and sent to the SC State Documents Depository libraries. Each document has its own unique URL. As with print documents, electronic format documents may be candidates for a Notable State Documents award.

- Depository Libraries are encouraged to save electronic documents to their own library catalogs.
- Depository Libraries should also record on catalog records electronic editions of serials, particularly the major titles listed in: Section D-2 (Retention and Discarding of State Documents), I.A. (Retention of State Documents, Guidelines), 2.b.; Section F (Public Service Use of State Documents), II. (State documents of reference value).
- If saving electronic documents to library catalogs is not a policy of the Depository Library, the depository librarian should direct users to the online State Library catalog, [SCLEND](#)S, or to the electronic documents in the [South Carolina State Documents Depository](#).
- Depository staff should become familiar with electronic documents in the [South Carolina State Documents Depository](#).
- Depository Librarians are encouraged to become familiar with information found in the South Carolina State Documents Depository [subject guide](#).

## Section F: Retention and Discarding of State Documents

### I. Retention of state documents

#### A. Guidelines

1. All materials received through the state document depository system that are designated as required or optional cataloging must be retained for a period of five full years from the date of the document's publication.
2. Exceptions
  - a. In the case of a title which has been clearly superseded by a newer edition, the earlier edition may be discarded.
  - b. Due to their historical value, the following titles may not be discarded without prior approval by the State Library.
    - 1) Legislative manual
    - 2) S.C. Vital and Morbidity Statistics
    - 3) Detailed Mortality Statistics, South Carolina
    - 4) South Carolina Statistical Abstract
    - 5) Economic Report, the State of South Carolina
    - 6) South Carolina State Budget
    - 7) Crime in South Carolina
  - c. There are no retention requirements governing state documents received as ephemera.

### II. Discarding of state documents

#### A. Procedures

1. Using your discretion to distinguish between "less important" titles, send a list of the "important" titles you plan to discard to the Documents Librarian at the State Library to fill in any losses in that collection.

## Section G: State Documents Classification System

The classification system for South Carolina state documents was devised by the State Library in 1970. It is based on a combination of the system devised by Raynard Swank for international, state, county, and municipal documents and the Documents Office Classification for federal documents.

Utilizing letters and numbers, the state documents classification system provides an alphabetic by agency arrangement with form division numbers for the type of publication. Individual publications are denoted by year of coverage or by Cutter number.

The 3-figure Cutter table is used to identify agencies; a simplified Cutter table devised for Florida documents is used for individual publications (see Simplified Cutter Table for South Carolina).\*

### SIMPLIFIED CUTTER TABLE FOR SOUTH CAROLINA

A-B	1
C-D	2
E-G	3
H-K	4
L-O	5
P-R	6
S-T	7
U-W	8
X-Z	9

The “Cutter” number is formed by writing the first letter of the word to be Cuttered, followed by the numbers for the next two letters:

e.g. Birds = B46

Tax = T19

\*See Appendix 1 for full **Outline of South Carolina State Documents Classification System**.

## Section H: Marketing and Promotion of State Documents

Using state documents depends upon two concepts: knowing that the documents with the needed information exist, and finding that information. Promotion of the collection must first make the users aware of the information available to them. Only then can library staff begin to help find the needed information.

To help promote your collection, consider some of these ideas:

- Include mention of and stop at the collection when giving tours of the library.
- Display the South Carolina State Documents Depository logo on websites and letterheads, or on related LibGuides. The logo is available at [South Carolina State Library Media Kit](#).
- Inform other staff of state government information.
- Consider offering introductory sessions or classes on state government information.
- Include state documents in information displays, particularly in offsite displays.
- Include state documents in a “new resources” newsletter.
- Add state documents titles and resources to your catalog.
- Promote and showcase state documents through your social media resources.

**Appendix 1:**  
**OUTLINE OF SOUTH CAROLINA STATE DOCUMENTS CLASSIFICATION SYSTEM**

I. Conventions of the people (Constitutional, etc.)

A. First line

1. Constitutional conventions A2

2. Conventions other than constitutional

(These will be indicated by adding a capital letter to the first line [A2] keyed to the main issue at the convention [e.g. nullification, A2N]).

B. Second line

1. Form division 1.

a. Constitutions (S.C.)

b. Journals and proceedings 3.

c. Committee reports 8.

2. Individual publication designation

After form division add last three digits of the year in which convention adjourned.

II. Legislature

A. First line

1. Both houses A3

2. House of Representatives A4

3. Senate A5

4. Committees, councils and other special service bodies A3 with

a. Standing committees – Add one significant capital letter based A4 cutter  
on the committee's name to the legislative symbol. If A5 number  
necessary because of like letters in committee names, use as A3 with  
many letters as necessary to maintain alphabetical order. A4 cutter  
A5 number

e.g. A4W House Ways and Means Committee

A5Pena Senate Penal and Charitable Institutions

A5Peni Senate Penitentiary

b. Study of interim committees – Each study of interim committee A3 with  
will be given a separate call number by Cuttering the subject of A4 cutter  
the committee (3-digit Cutter table) and adding the results to the A5 number  
first line.

e.g. A3Ag475 for the Study Committee on Aging.

B. Second line

1. Form division

- |   |    |
|---|----|
| a. Bills  | 1. |
| b. Digests  | 2. |
| c. Journals   | 3. |
| d. Calendar   | 4. |
| e. Session laws (applies to A3 only)  | 5. |
| f. Revised statutes and codes (applies to A3 only)  | 6. |
| g. General publications   | 7. |
| h. Publications of committees, councils and other special<br>service bodies, excluding hearings | 8. |
| i. Hearings of committees   | 9. |
| j. Electronic documents   | 0. |

2. Individual publication designation

a. Form divisions 1-7 –

- (1) If the General Assembly and session numbers are given on a publication, they will the form division.

e.g. A4 for the House Journal of the second session  
3.99-2 of the 99<sup>th</sup> General Assembly

The four digits of the year will then follow on the 3<sup>rd</sup> line.

- (2) If only the year of publication is given, then the last three digits of the year will follow the form division.

e.g. A4 for the House Journal of 1852  
3.852

- (3) An extra session will be indicated by adding an “x”  
to the session number (e.g. 99-2x).

b. Form division 8

For all committee reports issued annually covering the committee’s activities, the form division 8 will be followed by the last three digits of the year of publication. For other committee publications, excluding hearings, the form division will be followed by a simplified Cutter number taken from the subject of the publication. Subcommittee reports will be indicated by Sub.-1, etc. on the third line.

c. Form division 9

Form division 9 will be used only for hearings and will be followed by a simplified Cutter number for the subject of the hearing. When necessary, the location of the hearing will follow the Cutter number. Location designation will be based on Cities and Towns symbols devised by the State Library.

(See p. E9). The date of the hearing will be given on the 3<sup>rd</sup> line if necessary.

C. Designation of collected departmental reports (Reports and Resolutions)

1. First line

A9

2. Second line

a. Number indicating series

1. Title—“Reports and Resolutions” is No. 1

Subsequent series would receive 2., 3., etc.

- |    |   |    |
|----|---|----|
| a. | Annual report (Biennial report)                             | 1. |
| b. | General publication (never series except unnumbered series) | 2. |
| c. | Serials, series, periodicals (numbered or dated)            | 3. |
| d. | Circulars, folders, maps                                    | 4. |
| e. | Laws  | 5. |
| f. | Rules, regulations, and instructions                        | 6. |
| g. | Releases: news, statistics, etc. (non-series)               | 7. |
| h. | Handbooks, manuals, guides, directories, yearbooks          | 8. |
| i. | Proceedings, minutes, transactions, journals                | 9. |
| j. | Electronic documents  | 0. |



2. Additional form divisions beginning with the number  
“10” may be used as needed for expansion.

3. Individual publication designation

If the form division is:

a. 1 – follow with a three-digit code for the final  
year of the report.

e.g. L6165 S. C. State Library. Report,  
1.981 1980/81.

b. 2, 4, 7, 8, 9 – follow with simplified Cutter number  
for distinctive word in title (preferably subject).

e.g. G7461Ec S. C. Office of the Governor. Division  
2.H31 of Economic Opportunity. HEAP, home  
energy assistance program.

A second publication, entitled Operations Manual...  
HEAP would be: G7461Ec  
2.H31-2

c. 3 – follow with Simplified Cutter number for distinctive word

in the series title (preferably subject).

e.g. H5386 S.C. Dept. of Highways and Public  
3.A22 Transportation. South Carolina traffic  
accidents.

d. 5 or 6 – For publications applicable to (or by the authority of) an  
entire department or agency, follow the method which will keep  
like rules, regulations, or laws together on the shelf in logical sequence.

(1) In the case where laws or regulations are issued by year,  
follow the form number by the 3-digit code for the year.

e.g. Ele255 S.C. Election Commission.  
5.980 Registration and election  
laws of South Carolina. 1980.

(2) For those publications on a specific subject, or those not  
applicable to or by the authority of the department or  
agency as a whole, follow with a Simplified Cutter number  
for distinctive word (preferably subject) in title.

e.g. W6463 S.C. Wildlife and Marine Resources  
6.F47 Dept. South Carolina fishing and  
1980 hunting regulations, 1979/80.

(3) In the case where laws or regulations are issued separately with a  
distinctive numbering system, use the form number 5 or 6  
followed by a Cutter number for the title of the set. The number of  
the law or regulation on the fourth line and the date on the last line.

e.g. Ad495 S.C. Adjutant General's Office  
6.R33 Regulations

no. 40-3	no. 40-3
C1	Change 1
970/10/8	8 Oct. 1970

[ In the filing and shelving, the 5 or 6 with the three-digit code for year comes before the 5 or 6 with a Simplified Cutter number ]

4. Separates (i.e. publications lifted from a larger work and issued separately) are classified like their parent publication and followed by an accession letter (lower case). This type of publication is rare.

e.g.	Ae825	Separate from 1969 Annual Report of
	1.969a	Aeronautics Commission

C. Third line

1. Further identification of individual publications is as follows:

- a. 2, 4, 7, 8, 9 – indicate new edition or revision of publication with four digits of year published, adding month and date if necessary. For coverage of an upcoming time period, use last year given; for a span of years, use both.

e.g.	Ed8332	S.C. Dept. of Education, List of
	2.L41	sources selection: library materials...
	1980	3 <sup>rd</sup> ed., 1980.

Ed8332	S.C. Dept. of Education. Directory
8.S24	of South Carolina schools, 1980/81.
1980	1980.

W6463	S.C. Dept. of Wildlife and Marine
3.S548-2	Resources. South Carolina wildlife
1978-1979	magazine index, Jan.-Feb. 1978-
	Nov.-Dec. 1979.

- b. 3 – give, in order of preference:

1. Number within the series

e.g.	C5935Ex	Clemson University. Extension
	3.C46	Service. Circular no. 611.
	no. 611	Revised 1980.
	1980	

2. Whole series number

e.g.	W7375Li	Winthrop College. Dacus Library.
	3.D12	Dacus focus. No. 15, 1981.
	no. 15	

3. Volume and issue number

L6165	S.C. State Library. News for
3.N38	South Carolina Libraries.
v.13/6	v. 13, no. 6.

e.g.

4. Year, month, day (if series is issued once a year, just put year) e.g.  
     So135           S.C. Dept. of Social Services.  
     3.T47           Title XX: comprehensive  
     1979           annual services program plan.

c. 5 or 6 – see III. B. 3.d (2) and (3)

2. Indexes are given inclusive numbers of coverage with the word “Index” on the last line, thus filing at the end of the material indexed.

3. Supplements to publications are noted as:

- a. For dated supplements, the 3 digits of the year will follow sup.  
     e.g. sup. 980
- b. For undated supplements, add sup. 1, sup. 2, etc.
- c. Parts, addenda, etc. will be pt. 1, ad. 1, etc.

### **SIMPLIFIED CUTTER TABLE FOR SOUTH CAROLINA**

A-B	1
C-D	2
E-G	3
H-K	4
L-O	5
P-R	6
S-T	7
U-W	8
X-Z	9

The “Cutter” number is formed by writing the first letter of the word to be Cuttered, followed by the numbers for the next two letters.

e.g. Birds = B46

Tax = T19

**Cities & Towns****Cities & Towns Symbol****County**

Abbeville	A1A	Abbeville
Aiken	A2A	Aiken
Alcolu	C6A	Clarendon
Allendale	A3A	Allendale
Anderson	A4A	Anderson
Andrews	G1A	Georgetown
Angelus	C5A	Chesterfield
Antreville	A1An	Abbeville
Arcadia	S2A	Spartanburg
Ashepoo	C7A	Colleton
Aynor	H2A	Horry
Bamberg	B1B	Bamberg
Barnwell	B2B	Barnwell
Batesburg	L4B	Lexington
Bath	A2B	Aiken
Beaufort	B3B	Beaufort
Beech Island	A2Be	Aiken
Belton	A4B	Anderson
Bennettsville	M3B	Marlboro
Bethune	K1B	Kershaw
Bishopville	L3B	Lee
Blacksburg	C3B	Cherokee
Blackville	B2Bl	Barnwell
Blair	F1B	Fairfield
Blenheim	M3Bl	Marlboro
Bluffton	B3Bl	Beaufort
Bowling Green	Y1B	York
Bowman	O2B	Orangeburg
Branchville	O2Br	Orangeburg
Buffalo	U1B	Union
Burton	B3Bu	Beaufort
Calhoun Falls	A1C	Abbeville
Camden	K1C	Kershaw
Cameron	C1C	Calhoun
Campobello	S2C	Spartanburg
Carlisle	U1C	Union
Catawba	Y1C	York
Cateechee	P1C	Pickens
Cayce	L4C	Lexington
Central	P1Ce	Pickens
Chapin	L4Ch	Lexington
Charleston	C2C	Charleston
Cheraw	C5C	Chesterfield
Cherokee Falls	C3C	Cherokee
Chesnee	S2Ch	Spartanburg

**Cities & Towns****Cities & Towns Symbol****County**

Chester	C4C	Chester
Chesterfield	C5Ch	Chesterfield
Clearwater	A2C	Aiken
Clemson	O1C	Oconee
Clinton	L2C	Laurens
Clover	Y1C	York
Columbia	R1C	Richland
Converse	S2Co	Spartanburg
Conway	H2C	Horry
Cordova	O2C	Orangeburg
Coward	F2C	Florence
Cowpens	S2Cp	Spartanburg
Dalzell	S3D	Sumter
Darlington	D1D	Darlington
Denmark	B1D	Bamberg
Dillon	D2D	Dillon
Dixiana	L4D	Lexington
Donalds	A1D	Abbeville
Drayton	S2D	Spartanburg
Due West	A1Du	Abbeville
Duncan	S2Du	Spartanburg
Easley	P1E	Pickens
Edgefield	E1E	Edgefield
Edisto Island	C2E	Charleston
Effington	F2E	Florence
Ehrhardt	B1E	Bamberg
Elgin	K1E	Kershaw
Elloree	O2E	Orangeburg
Enoree	S2E	Spartanburg
Estill	H1E	Hampton
Fairfax	A3F	Allendale
Fingerville	S2F	Spartanburg
Florence	F2F	Florence
Folly Island	C2F	Charleston
Fort Lawn	C4F	Chester
Fort Mill	Y1F	York
Fountain Inn	G2F	Greenville

**Cities and Towns****Cities & Towns Symbol****County**

Gaffney	C3G	Cherokee
Georgetown	G1G	Georgetown
Gilbert	L4G	Lexington
Glendale	S2Gl	Spartanburg
Gramling	S2Gr	Spartanburg
Graniteville	A2G	Aiken
Gray Court	L2G	Laurens
Great Falls	C4G	Chester
Greeleyville	W1G	Williamsburg
Greenville	G2G	Greenville
Greenwood	G3G	Greenwood
Greer	G2Gr	Greenville
Grover	D3G	Dorchester
Hamer	D2H	Dillon
Hampton	H1H	Hampton
Harleyville	D3H	Dorchester
Hartsville	D1H	Darlington
Heath Springs	L1H	Lancaster
Hemingway	W1H	Williamsburg
Hickory Grove	Y1H	York
Hilton Head	B3H	Beaufort
Hodges	G3H	Greenwood
Holly Hill	O2H	Orangeburg
Hollywood	C2H	Charleston
Honea Path	A4H	Anderson
Inman	S2I	Spartanburg
Irmo	L4I	Lexington
Iva	A4I	Anderson
Jackson	A2J	Aiken
Jamestown	B4J	Berkeley
Jefferson	C5J	Chesterfield
Joanna	L2J	Laurens
Johns Island	C2J	Charleston
Johnsonville	F2J	Florence
Johnston	E1J	Edgefield
Jonesville	U1J	Union
Kershaw	L1K	Lancaster
Kingstree	W1K	Williamsburg

**Cities & Towns****Cities & Towns Symbol****County**

Lady's Island	B3L	Beaufort
La France	A4L	Anderson
Lake City	F2L	Florence
Lake View	D2L	Dillon
Lamar	D1L	Darlington
Lancaster	L1L	Lancaster
Lando	C4L	Chester
Landrum	S2L	Spartanburg
Lane	W1L	Williamsburg
Langley	A2L	Aiken
Latta	D2La	Dillon
Laurens	L2L	Laurens
Leesville	L4L	Lexington
Lexington	L4Le	Lexington
Liberty	P1L	Pickens
Lincolnton	C2L	Charleston
Little Rock	D2Li	Dillon
Loris	H2L	Horry
Lugoff	K1L	Kershaw
Lyman	S2Ly	Spartanburg
Lynchburg	L3L	Lee
Manning	C6M	Clarendon
Marietta	G2M	Greenville
Marion	M2M	Marion
Martin	A3M	Allendale
Mauldin	G2Ma	Greenville
Mayesville	S3M	Sumter
McBee	C5M	Chesterfield
McClellanville	C2M	Charleston
McColl	M3M	Marlboro
McCormick	M1M	McCormick
Moncks Corner	B4M	Berkeley
Mt. Croghan	C5Mt	Chesterfield
Mt. Pleasant	C2Mt	Charleston
Mullins	M2Mu	Marion
Murrell's Inlet	G1M	Georgetown
Myrtle Beach	H2M	Horry
Newberry	N1N	Newberry
New Ellenton	A2N	Aiken

<u>Cities &amp; Towns</u>	<u>Cities &amp; Towns Symbol</u>	<u>County</u>
Newry	O1N	Oconee
Nichols	M2N	Marion
Ninety Six	GeN	Greenwood
North	O2N	Orangeburg
North Augusta	A2No	Aiken
North Myrtle Beach	H2N	Horry
Ocean Drive Beach	H2O	Horry
Olanta	F2O	Florence
Olar	B1O	Bamberg
Orangeburg	O2O	Orangeburg
Pacolet	S2P	Spartanburg
Pageland	C5P	Chesterfield
Pamplico	F2P	Florence
Patrick	C5Pa	Chesterfield
Pawley's Island	G1P	Georgetown
Pelion	L4P	Lexington
Pelzer	A4P	Anderson
Pendleton	A4Pe	Anderson
Pickens	P1P	Pickens
Piedmont	G2P	Greenville
Pinewood	S3P	Sumter
Plum Branch	M1P	McCormick
Pomaria	N1P	Newberry
Pontiac	R1P	Richland
Port Royal	B3P	Beaufort
Prosperity	N1Pr	Newberry
Richland	O1R	Oconee
Ridgeland	J1R	Jasper
Ridge Spring	S1R	Saluda
Ridgeway	F1R	Fairfield
Rion	F1Ri	Fairfield
Rock Hill	Y1R	York
Rockton	F1Ro	Fairfield
Roebuck	S2R	Spartanburg
Round O	C7R	Colleton
Rowesville	O2R	Orangeburg
Ruby	C5R	Chesterfield
Ruffin	C7Ru	Colleton



<u>Cities and Towns</u>	<u>Cities &amp; Towns Symbol</u>	<u>County</u>
Russellville	O2R	Orangeburg
Salley	A2S	Aiken
Saluda	S1S	Saluda
Santee	O2S	Orangeburg
Schofield	B1S	Bamberg
Scranton	F2S	Florence
Sellers	M2S	Marion
Seneca	O1S	Oconee
Sharon	Y1S	York
Simpsonville	G2S	Greenville
Six Mile	P1S	Pickens
Slater	G2Sl	Greenville
Smoaks	C7S	Colleton
Smyrna	Y1Sm	York
Society Hill	D1S	Darlington
Spartanburg	S2S	Spartanburg
Springfield	O2Sp	Orangeburg
Starr	A4S	Anderson
St. George	D3S	Dorchester
St. Matthews	C1S	Calhoun
St. Stephens	B4S	Berkeley
Summerton	C6S	Clarendon
Summerville	D3Su	Dorchester
Summit	L4S	Lexington
Sumter	S3S	Sumter
Surfside Beach	H2S	Horry
Swansea	L4Sw	Lexington
Tatum	M3T	Marlboro
Taylors	G2T	Greenville
Timmonsville	F2T	Florence
Travelers Rest	G2Tr	Greenville
Trenton	E1T	Edgefield
Troy	G3T	Greenwood
Turbeville	C6T	Clarendon
Una	S2U	Spartanburg
Union	U1U	Union
Van Wyck	L1V	Lancaster
Varnville	H1V	Hampton
Wadmalaw Island	C2W	Charleston

**Cities & Towns**

Wagner  
Walhalla  
Wallace  
Walterboro  
Ward  
Ware Shoals  
Wattsville  
Welford  
West Columbia  
West Union  
Westminister  
White Stone  
Whitmire  
Williamston  
Williston  
Winnsboro  
Woodford  
Woodruff  
Yemassee  
York

**Cities & Towns Symbol**

A2W  
O1W  
M3W  
C7W  
S1W  
G3W  
L2W  
S2W  
L4W  
O1We  
O1Ws  
S2Wh  
N1W  
A4W  
B2W  
F1W  
O2W  
S2Wo  
H1Y  
Y1Y

**County**

Aiken  
Oconee  
Marlboro  
Colleton  
Saluda  
Greenwood  
Laurens  
Spartanburg  
Lexington  
Oconee  
Oconee  
Spartanburg  
Newberry  
Anderson  
Barnwell  
Fairfield  
Orangeburg  
Spartanburg  
Hampton  
York

Appendix 2:  
SAMPLE SHIPPING LIST (paper)

SERIALS SHIPPING LIST  
 July-August-September 2018

Ag8357 3.M16 OCLC 08246250	<i>South Carolina market bulletin</i> July 5, 2018 August 2, 2018 August 16, 2018 September 6, 2018 September 20, 2018	S.C. Department of Agriculture.
C4985Al 3.A58 OCLC 52889292	<i>Alumni news</i> Summer 2018	Citadel Alumni Association
C5935Bu 3.B82-2 OCLC 655755101	<i>Clemson University budget</i> 2018-2019	Clemson University. Office of Budgets and Financial Planning.
C5935Re 3.W56 OCLC 970663126	<i>Clemson world</i> Summer 2018 Fall 2018	Clemson University, Division of University Relations
C736Resear 3.E25-2 OCLC 1004769478	<i>Economic outlook</i> March 2018 April 2018	S.C. Dept. of Commerce, Division of Research May 2018 June 2018
J62 1. OCLC 12255259	<i>Annual report</i> 2013 2014 2015 2016 2107	S.C. Jobs-Economic Development Authority
L2335 3.G61 OCLC 34233007	<i>[Graduation program]</i> Spring 2018	Lander University
L2335R 3.L15 OCLC 33024345	<i>Lander magazine</i> Publications Office Winter 2017-18	Lander University, University Relations and
L6165Ta 3.C55 OCLC 820480935	<i>Connect the dots</i> Summer 2018	S.C. State Library, Talking Book Services
M4685Ar 1. OCLC 845321300	<i>Annual report</i> 2017	S.C. Area Health Education Consortium
N2197Me 3.W45 OCLC 935366471	<i>South Carolina wildlife</i> and Outreach July/August 2018	S. C. Dept. of Natural Resources, Office of Media

P9604C 3.P58      *PowerSource*      S. C. Public Service Authority. Corporate Communications.  
OCLC 47265850      Summer 2018

R322GP 3.T19-2      *South Carolina tax incentives for economic development*      S.C. Dept. of  
OCLC 989513138      Revenue, Office of General Council, Policy Section  
2018

So135Ed 1.      *Annual report*      S.C. Dept. of Social Services. Edgefield County  
OCLC 213434101      2016/2017

SHIPPING LIST  
JULY-AUGUST-SEPTEMBER 2018

H8174 2.M56-34      *\$70,000,000 South Carolina State Housing Finance and Development Authority*  
OCLC 1050163429      *mortgage revenue bonds series 2018 A bonds (non-AMT)* [Official Statement]  
S.C. State Housing Finance and Development Authority

H8174 2.M56-35      *\$70,000,000 South Carolina State Housing Finance and Development Authority*  
OCLC 1050163633      *mortgage revenue bonds series 2018 A bonds (non-AMT)*  
[Preliminary Statement] S.C. State Housing Finance and Development  
Authority

P2375 2.C48      *United States Civil Rights Trail*      S.C. Department of Parks, Recreation, and  
OCLC 1050166851      Tourism

P2375 2.O33 2018      *The official guide to South Carolina state parks*      S.C. Department of Parks,  
OCLC 1044748922      Recreation & Tourism

P2375Pa 2.P16A1C      *Calhoun Falls State Park*      S.C. State Park Service  
OCLC 1050321098

P2375Pa 2.P16A2      *Aiken State Park*      S.C. State Park Service  
OCLC 1050178405

P2375Pa 2.P16F1W      *Lake Wateree State Park*      S.C. State Park Service  
OCLC 1050321200

P2375Pa 2.P16M1P      *Hamilton Branch State Park*      S.C. State Park Service  
OCLC 1050321222

# New South Carolina State Documents

*A Monthly Report from the SC State Library*



## March 2019

These publications were produced by South Carolina state agencies and state-supported academic institutions. All titles are available online through the [State Documents Depository](#).

### Agriculture



South Carolina Department of Agriculture

[Market bulletin](#) - 2019-01-17 [Market Bulletin](#)

[Market bulletin](#) - 2019-02-07

OCLC#: 8246250

The Market Bulletin has information about the agency, agriculture-related news, and free advertising available to farmers and consumers.

### Audit & Control



South Carolina State Auditor

South Carolina Office of the State Treasurer

[Report on financial statement year ended June 30, 2018](#) - 2018-06-30

OCLC#: 1029057164

This audit includes the respective financial position of the South Carolina State Treasurer and the respective changes in financial position and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.



South Carolina State Auditor

[Independent auditors' report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with government auditing standards](#) - 2018-06-30

OCLC#: 65326776

The Office of State Auditor audited the financial statements of the state of South Carolina using agreed upon procedures.



South Carolina State Auditor

South Carolina Legislative Services Agency

[State Auditor's report June 30, 2018](#) - 2018-06-30

OCLC#: 1089716844

This audit includes the respective financial position of the South Carolina Legislative Services Agency and the respective changes in financial position and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.



South Carolina State Auditor

Calhoun Falls Municipal Court (S.C.)

[Independent accountant's report on applying agreed-upon procedures for the year ended June 30, 2016](#) - 2016-06-30

OCLC#: 1089684873

The Office of State Auditor audited the financial statements of the Town of Calhoun Falls Municipal Court using agreed upon procedures.



South Carolina Department of Administration

[2017 comprehensive permanent improvement plan for the plan years 2018-2022 statewide](#) - 2017

OCLC#: 1084655795

This planning document tells the costs and funding sources for capital improvements of state agencies for the plan years 2018-2022. Each agency has a summary of proposed permanent improvement projects including funding source, functional group and business area.

- [2018 comprehensive permanent improvement plan for the plan years 2019-2023 statewide](#) - 2018

OCLC#: 1084655795

## Boards, Authorities & Commissions



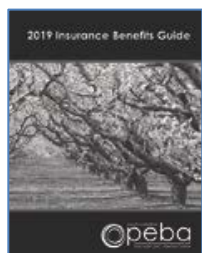
Department of Labor, Licensing and Regulation

South Carolina Real Estate Commission

[SC Real Estate Commission news](#) - 2019-01

OCLC#: 1089447905

The South Carolina Real Estate Commission publishes a newsletter with agency news, licensing information, statistics, and compliance advice.



South Carolina Public Employee Benefit Authority

[2019 insurance benefits guide](#) - 2019

OCLC#: 1057477764

This guide provides an overview of the insurance programs the South Carolina Public Employee Benefit Authority offers plus premiums and contact information.

## Corrections

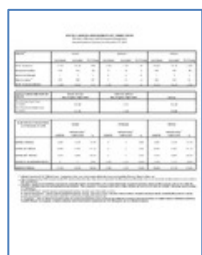


South Carolina Department of Corrections

[SCDC FAQs](#) - 2018-01 [Department of Corrections FAQs](#)

OCLC#: 899240136

These brochures give statistics on South Carolina prisons. Some items include SCDC average daily facility count per month, admissions to SCDC, recidivism rates of inmates released, profile of inmates in institutional count, releases from SCDC by type, and average sentence length of SCDC admissions.



South Carolina Department of Corrections, Division of Resource and Information Management

[Inmate population summary for January 15, 2019](#) - 2019-01-15

OCLC#: 881734488

This paper shows the inmate population in South Carolina by male and female prisoners. It is broken down by count, agency high and month count and SCDC space utilization. These statistics show the prison population in SC prisons as of January 15, 2019.

## Culture & History



South Carolina Department of Archives and History

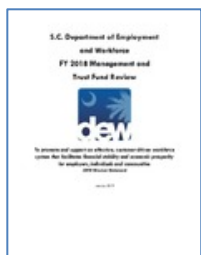
[Historic preservation news and notes](#) - 2019-01-14 [Historic Preservation News and Notes](#)

OCLC#: 50595640

The State Historic Preservation Office at the South Carolina Department of Archives and History publishes a monthly newsletter featuring agency programs and events, and highlights those of state and national preservation groups.



## Economic Development



South Carolina Department of Employment and Workforce

[S.C. Department of Employment and Workforce FY2018 management and trust fund review - 2019-01](#)

OCLC#: 1089446970

The following topics are covered in this report: Agency Mission, Primary Products and Services, Workforce and Economic Development, Business Intelligence Department, Unemployment Insurance, Employees, Results, Workforce and Economic Development, Unemployment Insurance, Current Unemployment Compensation Fund Status, Recent Unemployment Compensation Fund History, Overview of Advances/Federal Loan, Solvency Standards.

## Education



University of South Carolina. Department of Athletics

[Independent accountant's report on applying agreed-upon procedures for the year ended June 30, 2018](#) - 2018-06-30

OCLC#: 1089684557

An independent auditor audited the financial statements of the University of South Carolina Department of Athletics using agreed upon procedures.



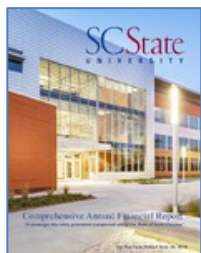
Clemson University Controller's Office

[Comprehensive annual financial report for the year ended June 30, 2018](#) - 2018-06-30

OCLC#: 36626495

Each year Clemson University presents its comprehensive annual financial report. The report provides financial information about the University's operations during the year and describes its financial position at the end of the year.



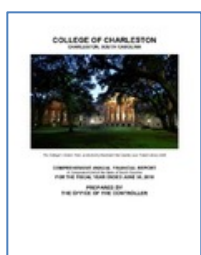


South Carolina State University, Office of the Controller

[Comprehensive annual financial report](#) - 2018-06-30

OCLC#: 82452933

South Carolina State University annually publishes a comprehensive annual financial report with auditors report, financial statements, and statistics.

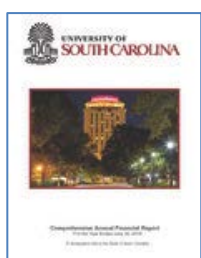


College of Charleston, Office of the Controller

[Comprehensive annual financial report for the fiscal year ended June 30, 2018](#) - 2018-06-30

OCLC#: 45694926

This documents the fiscal stability of the institution and the accountability in managing assets of the College. This report contains the financial statements as well as other information useful to those we serve and to whom we are accountable. The CAFR includes four major sections, Introductory, Financial, Required Supplementary Information, and Statistical Section, as well as all disclosures necessary for the reader to gain an understanding of the College's financial operations.



University of South Carolina, Controller's Office

[Comprehensive annual financial report for the year ended June 30, 2018](#) - 2018-06-30

OCLC#: 1020794699

The University of South Carolina publishes this report annually to share important information concerning its operations and financial position.



Citadel, the Military College of South Carolina. Intercollegiate Athletics Program

South Carolina State Auditor

[Agreed-upon procedures for the year ended June 30, 2018](#) - 2018-06-30

OCLC#: 144321640

This report includes an accountant's report, and statements of revenue, and expenditures.



Lander University

South Carolina State Auditor

[Independent accountant's report on applying agreed-upon procedures for the year ended June 30, 2018](#) - 2018-06-30

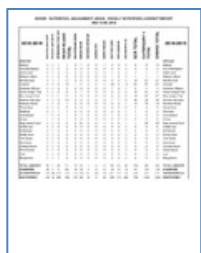
OCLC#: 46547611

This report includes an accountant's report, and statements of revenue, and expenditures.

- [Financial Statements For the Year Ended June 30, 2018](#) - 2018-06-30

OCLC#: 56908626

## Environment & Natural Resources



South Carolina Department of Natural Resources

[SCDNR - waterfowl management areas - weekly harvest report January 14-19, 2019](#) - 2019-01-19

[SCDNR - waterfowl management areas - weekly harvest report January 26, 2019](#) - 2019-01-26

[SCDNR - waterfowl management areas - weekly harvest report January 21-26, 2019](#) - 2019-01-26

[SCDNR - waterfowl management areas - weekly harvest report January 19, 2019](#) - 2019-01-19

OCLC#: 1083670578

The South Carolina Department of Natural Resources manages Waterfowl Management Areas to maintain populations of migratory waterfowl. This report provides a summary of the species, number of hunters, ducks per hunter, shots fired, cripples lost, and percentage lost of waterfowl hunted in the management areas.



South Carolina Department of Natural Resources

[Tag & release volume 23, No. 5, November 2018](#) - 2018-11 [Tag & Release](#)

OCLC#: 259747176

Tag & Release is the newsletter for the South Carolina Governor's Cup Billfishing Series, an official program of the South Carolina Department of Natural Resources in cooperation with the South Carolina Department of Parks, Recreation and Tourism and the Harry R.E. Hampton Memorial Wildlife Fund.



South Carolina Department of Health and Environmental Control

Hughes, Andrea L. H.

Foxworth, Lance

[Waccamaw capacity use area : groundwater evaluation](#) - 2019-01

OCLC#: 1089691508

This explains the groundwater management plan for the Waccamaw Region which includes Horry and Georgetown counties and provides an evaluation of current groundwater use and recommendations for its management going forward.



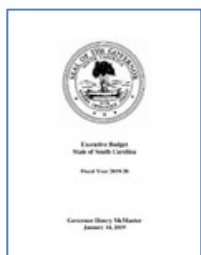
South Carolina State Climatology Office

[2018 South Carolina annual weather review](#) - 2018

OCLC#: 1086313740

This annual review gives a breakdown of weather statistics in South Carolina. It also gives the average highs and lows and participation totals on a monthly basis of the four geographic regions of the state.

## Executive



South Carolina Office of the Governor

[Executive budget, state of South Carolina Fiscal Year 2019-20](#) - 2019-01-14

OCLC#: 774378290

Each year the Office of the Governor presents an Executive Budget to the General Assembly, consisting of a "complete and itemized plan of all proposed expenditures for each state department, bureau, division, officer, board, commission, institution, or other agency or undertaking.

## Health



South Carolina WIC

[WIC's circle of care for breastfeeding mothers : how peer counselors help](#) - 2018-08

OCLC#: 1089689913

Peer counselors provide basic breastfeeding information and support for WIC mothers, contact mothers regularly during pregnancy, the early days of breastfeeding, and until the mother chooses to wean her baby, refers non-WIC mothers to other community breastfeeding resources if they are not eligible for WIC and refer mothers with concerns outside the peer counselor's scope of practice to appropriate lactation experts or healthcare professionals.



South Carolina WIC

[Breastfeeding basics for dads : your breastfeeding questions answered](#) - 2019-01

OCLC#: 1089449348

This brochure answers the questions: Why is breastfeeding the healthiest option for my baby? ; What other benefits does breastfeeding provide? ; How can I support breastfeeding?

- [Breastfeeding basics for grandmas : your breastfeeding questions answered](#) - 2019-01

OCLC#: 1088561334

- [Conceptos basicos sobre lactancia materna para las abuelas](#) - 2019-01

OCLC#: 1089449349

- [Conceptos basicos sobre lactancia materna para los padres](#) - 2019-01

OCLC#: 1089449554

## Legislature



South Carolina General Assembly. House of Representatives

[Journal of the House of Representatives of the State of South Carolina](#) no 1 - no. 18 - 2018-12-04 to 2019-02-01

OCLC#: 7893931

The South Carolina House of Representatives publishes a daily journal of its proceedings, including matters considered by the House and the votes and other actions taken.

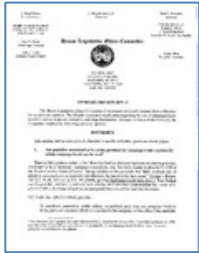


South Carolina General Assembly. Senate

[Journal of the Senate of the State of South Carolina](#) no. 1 - no. 15 - 2019-01-08 to 2019-01-31

OCLC#: 10140163

The South Carolina Senate publishes a daily journal of its proceedings, including matters considered by the Senate and the votes and other actions taken.



South Carolina General Assembly. House of Representatives. Legislative Ethics Committee

[Advisory opinion 2019-1](#) - 2019-01-10

[Advisory opinion 2019-2](#) - 2019-01-10

OCLC#: 41088223

The House Legislative Ethics Committee issues advisory opinions on various questions pertaining to what representatives are allowed to do.



South Carolina General Assembly. House of Representatives. Legislative Oversight Committee

[Standard practices](#) - 2019-01

OCLC#: 1089449364

This is an outline of rules pertaining to the standard practices of the Legislative Oversight Committee. Flowcharts are included.

## Taxation & Finance



Revenue and Fiscal Affairs Office

Rainwater, Frank A.

["The time has come," the walrus said](#) - 2019-01-18

OCLC#: 1089684130

This powerpoint presentation highlights statistics on population, income and taxes in South Carolina and was presented to the Berkeley Chamber of Commerce.

- [South Carolina update economic and other trends](#) - 2019-01-25

OCLC#: 1089683260

This powerpoint presentation highlights statistics on population, income and taxes in South Carolina.



South Carolina Revenue and Fiscal Affairs Office

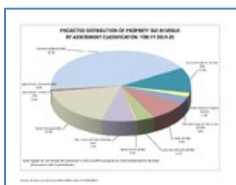
[South Carolina Revenue and Fiscal Affairs Office statement of estimated fiscal impact](#) - 2019-01-10

[South Carolina Revenue and Fiscal Affairs Office statement of estimated fiscal impact](#) - 2019-01-28

OCLC#: 908842846

These statements of fiscal impact provide the estimated expenditure costs and the estimated revenue impact of bills to the General Assembly for proposed legislation.





South Carolina Revenue and Fiscal Affairs Office

[Projected distribution of property tax revenue by assessment classification for FY 2019-20](#) - 2019-01-02

OCLC#: 1089683157

This pie chart show the projected distribution of property tax broken down by commercial/rental, agricultural - corporate, agricultural - private, owner occupied, fee-in-lieu and joint individual, motor carrier, business personal, utility, manufacturing w/o fee-in-lieu, other personal property and personal property - vehicles.



South Carolina Department of Revenue

[SC information letter #19-1](#) - 2019-01-02

[SC information letter #19-2](#) - 2019-01-29

[SC information letter #19-3](#) - 2019-01-29

[SC information letter #19-4](#) - 2019-01-29

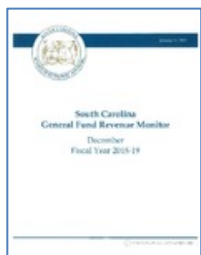
OCLC#: 85844573

The Department of Revenue publishes advisory opinions, written statements issued to the public to announce general information useful in complying with the laws administered by the agency.

- [SC revenue ruling #18-15 \(revised\)](#) - 2018-09-20

OCLC#: 85852641

The purpose of this revised advisory opinion is to update Department of Revenue guidance with respect to the criteria that must be met to require a retailer to remit a local jurisdiction's sales and use tax when delivering the product to a purchaser located in another local jurisdiction.



South Carolina Board of Economic Advisors

[General fund revenue December Fiscal Year 2018-19](#) - 2018-12 [Monthly General Fund Revenue Reports](#)

OCLC#: 966645610

Each month the Board of Economic Affairs at the South Carolina Revenue and Fiscal Affairs Office publishes a General Fund revenue report with summary of revenues, taxes by type, and other revenue sources.



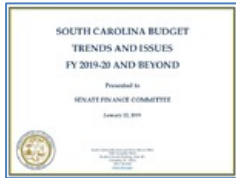
South Carolina Board of Economic Advisors

South Carolina Revenue and Fiscal Affairs Office

[Economic indicators for South Carolina](#) - 2019-01

OCLC#: 1089450998

This publication is designed to provide an overview of the significant economic indicators affecting the major economic sectors of the South Carolina economy. This publication also serves as a stimulus to provoke thoughtful and meaningful discussion on economic issues affecting the state's economy.



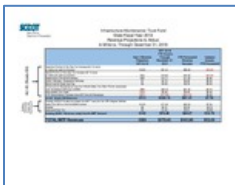
South Carolina Revenue and Fiscal Affairs Office

[South Carolina budget trends and issues FY 2019-20 and beyond](#) - 2019-01-22

OCLC#: 1089684256

This Powerpoint presentation gives statistics on demographics, economics, revenues and appropriations for South Carolina.

## Transportation



South Carolina Department of Transportation

[Infrastructure Maintenance Trust Fund state Fiscal Year 2019 revenue projections to actual In millions, through December 31, 2018](#) - 2018-12-31

OCLC#: 1089449224

This chart breaks down the revenue projections for the Infrastructure Maintenance Trust Fund.

Appendix 4:  
State Documents Depository System LOGO  
Available at:  
<http://www.statelibrary.sc.gov/media-kit>



# **SOUTH CAROLINA**

## **STATE DOCUMENTS**

## **DEPOSITORY SYSTEM**